



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	May 29, 2014	5:00pm-8:00pm	
Location/Room	441 4 th Street, NW Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Bailey Phillip	x		Hixon, O. Xavier		
Bailous, Stephen	x		Hoover, David	x	
Bishop, Henry	x		Kelly, Renee	x	
Blocker, Lakisa	x		Marachelian, Alis	x	
Budd, Earline	x		Marschall, Donna	x	
Callahan, Keith	x		Morrow, Lora		x
Cameron, Martha	x		Nash, Brittany	x	
Cauthen, Melvin	x		Nichols, Brandon	x	
Coker, Sharron	x		Roberts-Njoku, Cornett	x	
Deely, Maureen	x		Sanders, G. Scott	x	
Dunnington, Geno	x		Scheraga, Ronald	x	
Fonseca Julio	x		Shields, Guy Anthony	x	
Frazier, Debra	x		Schlosberg, Claudia		x
Goforth, Justin	x		Smith, Laurence	x	
Hawkins, Patricia	x		Swanda, Ron	x	
Higgs John	x				
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
Puranik, Rashmi		x	Ricardo Brantley		x
			Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Newman, Sherryl	x		Morehead, Glenn	x	
Hargrove, Javonnia	x		Gantz-McKay, Emily	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Britanik, Justin	x		Baker, Rochelle	x	
Frison, Lawrence	x		Lamont Clark	x	
Fortune, Ebony		x			
Kharfen, Michael	x				



Guests			
Achim Howard	Victor Vmilian	Alice Jennings	Wallace Corbett
Bobbie Smith	Connie Trexler	Tracey Jennings	Moore, Tarsha
Kim Battle	Dedra Spears-Johnson	Jamile Jennings	Chinn, Barbara
Robert Cooke	Kermit Turner	Zhim Brulm	Smith, E. Robert
Joseph Henson	Rachel Thwm	Salvatore Minutelli	Melissa Turner
Sofire D. Awana	Midral Barthlo	Bessie Hayes	Margaux Delotte-Bennett
Qazi Nisar	Marshall Rountree	Robin Hawkins	Carrie Stolrfus
Ben Maramara	Wille Africa	Justin Barlow	James Devbliss

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Swearing In of New Council Members ○ Chair Report ○ Presentation – DC PG ○ Motion: - Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance Eligibility ○ Motion – Addendum to Standards of Care for Ambulatory Primary Care ○ Motion – Recommendation for Adjustment to Allocations of Funds for Maryland ○ Motion – Increase in WVA Allocations to \$450,000 ○ Grantee Report ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	There were no public comments.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:15 pm. He reminded members of the Code of Conduct displayed on the projector screen. Then he asked everyone to introduce him or herself for the record. Several returning Council members welcomed new members as they made introductions.
Review and Approval of the Agenda	It was moved by David Hoover and seconded Maureen Deely to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	Corrections to the April 24, 2014 meeting is as follows: Renee Kelly was in attendance at the meeting. It was moved by Ron Swanda and seconded by Justin Goforth to approve the April 2014 Minutes as corrected. The minutes were approved as corrected by consensus with 1 abstention.
Swearing In of New Council Members	The 2014-2016 Council members were sworn in. After being sworn in by Daryl Gorman, Director, Office of Boards and Commissions (OBC), the group took a photograph.
Presentation	Melissa Turner and Margaux Delotte-Bennett provided a presentation about the DC



	<p>HIV Prevention Planning Group (HPPG) The presentation included :</p> <ul style="list-style-type: none"> • A brief overview the HIV planning process • Description of the HIV planning objective, activities, principles and monitoring questions that constitute accountability requirements; and • A description of the roles and responsibilities of DOH HASTA, DC HPPG and the CDC. <p>Following the presentation there were questions and comments. In response to David Hoover’s question about Pre-exposure prophylaxis (PrEP), Margo stated that the CDC has issued guideline that the group will review. Justin Goforth suggested creating a joint membership between the Council and PPG or having a liaison as a way to start the collaboration. Mr. Bailous thanked the presenters for providing their presentation.</p>
<p style="text-align: center;">Chair Report</p>	<p>Recertification Process</p> <p>Mr. Bailous begin his report by welcoming new and returning Council members. Next, he noted that Planning Council Members are required to certify their eligibility for reimbursement on an annual basis. This year recertification will be conducted along with the annual signing of compliance documents as a Planning Council member at the June 29, 2014 Council meeting. Members were asked to bring documents such as driver’s license or non-driver’s id, government issued id card or passport to identify them. For a proof of address, they were asked to bring documents such as vehicle registration, utility bill or lease or rental agreement. In response to Mr. Cauthen question about sending documents prior to June 29th, Mr. Bailous stated that BCA will provide members with instructions on where to send documents.</p> <p>Council Roles and Responsibilities</p> <p>Mr. Bailous provided a presentation about the Planning Council. He noted that the presentation tonight is a broad overview. However, a two part orientation will be provided on June 13, 2014 there will be an orientation for new members and in September there will be a full orientation for the entire Planning Council. The presentation tonight included an explanation of the Ryan White HIV/AIDS program, the Metropolitan Washington Regional Ryan White Planning Council and its goals, legislative mandated activities and the structure of the Council. In addition, the presentation included Council members’ requirements. PC members are required to participate as active members of at least one standing committee. Therefore, members were asked to begin attending committee meetings and rank committees of their choice of interest that they would like to join. Assignments will be made in July. Members asked for a copy of the presentation.</p> <p>Action Item #1: Logistical Support staff will distribute the Metropolitan Washington Regional Ryan White Planning Council Orientation Presentation to the Council members.</p> <p>Calendar Review</p> <p>Mr. Bailous noted that calendars are provided at every committee meeting as well as at the full Council meeting. He urged members to review the calendars and to check for reminder notices as they often indicate meeting changes. He highlighted</p>



important dates that everyone should mark on the calendar for the next couple of months.

Motions

Mr. Bailous noted that all of the motions presented to the full Council were approved by the Executive Committee and briefly explained how motions are forwarded.

Motion #1: Addendum to Standards of Care for Ambulatory Primary Care

Mr. Bailous brought forward the Care Strategies and Coordination of Standards (CSCS) Committee’s motion to add an addendum to the Standards of Care for Ambulatory Care. Dr. Hawkins read the text of the motion and the purpose aloud. The text of the motion reads as follows: “That if an Ambulatory Primary Care Provider has more than 20% of their primary medical caseload over the age of 50, they must demonstrate that they have the capacity to screen and treat these complex cases on site or through a referral network or consultation for geriatric services.”

There was discussion. Geno Dunnington asked about the implementation date and Henry Bishop asked about the type of specialty services that is being requested. In favor of the motion, Ron Scheraga provided data from the Kaiser Family Foundation that estimates that half of the Americans infected with the HIV virus will be over 50 years old, and this will present challenges in the clinical management of this populations with HIV. Mr. Bailous called the question.

VOTE:

**Approve – 21; Oppose-1; Abstain – 5
The Motion is Passed.**

Motion #2: Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance

Mr. Bailous brought forward the Care Strategies and Coordination of Standards (CSCS) Committee’s motion to add an addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance. Dr. Hawkins read the text of the motion and the purpose aloud. The text of the motion reads as follows: “That the Planning Council adopt the addendum to EFA Standards of Care for rental assistance eligibility that: (a) A Summons or Writ of Eviction are no longer required for rental assistance eligibility; (b) Applicants must present verification of delinquent rental balance such as delinquency notice, itemized statement from landlord/rental company; and (c) Applications will not be accepted within the first month of delinquency.

There was discussion. Renee Kelly noted to deleted “ERAP” and replace with EFA in the purpose of the motion/need for action. Maureen Deely asked if the amount of funds increase. Mr. Bailous called the question.

VOTE:

**Approve – 25; Oppose-0; Abstain – 1
The Motion is Passed.**



	<p>Motion #3: Recommendation for Adjustment to Allocations of Funds for Maryland</p> <p>Mr. Bailous brought forward the Financial Oversight and Allocations Committee’s (FOAC) motion for recommendation for Adjustment to Allocations of Funds for Maryland. Mr. Bailous read the text of the motion and the purpose aloud. The text of the motion reads as follows: “Adjust the allocation of funds for MD. This may mean future adjustments based on the percentage allocations.” Devi Ramey explained the data to justify the motion. She reviewed the spreadsheet in tab 6 and noted that in summary, the Suburban Maryland agency is reallocating the current awards based on the award from the grantee. There was discussion. Debra Frazier asked for clarification on the spreadsheet. Mr. Bailous called the question.</p> <p>VOTE: Approve – 26; Oppose-0; Abstain – 0 The Motion is Passed.</p> <p>Motion #4: Increase in WVA Allocations to \$450,000</p> <p>Mr. Bailous brought forward the Financial Oversight and Allocations Committee’s (FOAC) motion to request an increase in WVA allocation to \$450,000. Mr. Bailous read the text of the motion and the purpose aloud. The text of the motion reads as follows: “Requests that the WVA allocation be increased to \$450,000 for GY24 and that the base allocation be increased to \$450,000 moving forward.</p> <p>There was discussion. In response to Ms. Frazier’s concern about the justification for the motion, Mr. Bailous referred her to the FOAC report. Mr. Bailous called the question.</p> <p>VOTE: Approve – 25; Oppose-0; Abstain – 1 The Motion is Passed.</p>
<p>Grantee Report</p>	<p>Mr. Frison introduced himself and briefly highlighted programs that he is working on at HAHSTA. The he proceed to provide an overview of the monthly report.</p> <p>He reported that HAHSTA received the final award for Grant Year 24 in the amount of \$30,737,892. The Washington DC EMA received an overall 3% increase in Part A funds with the majority of the increase coming from the supplemental portion of the award; the competitive piece of the application. The administrative agents have been notified of their final award amounts and HAHSTA is preparing the modification documents. The Chair along with Planning Council members and guest applauded the grantee for their efforts in preparing the application and receiving a 3% increase.</p> <p>In addition, Mr. Frison announced that here were a number of vacancies at HAHSTA. He noted that the Bureau of Chief position is closed.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia</p> <p>Mr. Frison noted that he did not have any additions to the report.</p> <p>Suburban Maryland</p> <p>Devi Ramey noted that she did not have any additions to the report.</p>



	<p>Northern VA Tim Agar noted that he did not have any additions to the report.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Bylaws, Policies & Procedures Ms. Roberts-Njoku announced that the committee’s next meeting will be held in August.</p> <p>Membership Ms. Chinn reminded the returning members that the committee is still looking for mentors. She asked members to complete and submit the Mentor Form to the committee.</p> <p>Consumer Access Geno Dunnington reported that the committee is preparing for the PSRA process. As an EMA, members of the Council will rank service categories at the June 17, 2014 meeting.</p> <p>Needs Assessment & Comprehensive Planning (NACP) Lamont Clark, Planning Council Staff, reported that 60 consumer surveys have been completed as part of the pilot. The Planning Council Staff, logistical support team, Council Chair and one Council member conducted the consumer surveys. The committee is in the process of implementing the full survey. The committee is looking at Community Health Workers to help administer the survey.</p> <p>David Hoover proposed that the committee gather information from HAHSTA about how many people with HIV living in the District are now on Medicaid or ACCESS so that the Council can determine where to focus Ryan White funds to persons with no insurance, i.e. Undocumented persons. In addition, the committee was asked to look at the use of formulas for allocations given that Medicaid expansion is not occurring in Virginia.</p> <p>Care Strategies and Coordination of Standards (CSCS) Dr. Hawkins reported that the committee has been working on gaining an understanding about housing access in the EMA. The committee would like to provide training on housing, including access and eligibility to consumers at the Consumer Access meetings. Also, the committee put forth 2 Directives for consideration. At the next meeting that will be held in July; the committee will be looking at navigating through Medicaid. Due to the Medicaid expansion, it is hard for people to navigate.</p> <p>Fiscal Oversight & Allocations (FOAC) Lamont Clark, Planning Council Staff, reported that the committee is working on the Assessment of the Efficiency of the Administrative Mechanism survey and the Planning Council budget.</p>
<p>Planning Council Member Recognition</p>	<p>Mr. Bailous presented an award to Dedra-Spears Johnson in recognition of her commitment, and tireless dedication to improving the lives of people impacted by HIV/AIDS while serving on the Metropolitan Washington Regional Ryan White Planning Council. Other outgoing Council members were not present to receive their award. They will be mailed to them.</p>



ANNOUNCEMENTS

- Maureen Deely announced that an education program about taking charge of your health will be held on Wednesday June 18, 2014 at 10:30 am at Silver Spring Civic Center, 1 Veterans Place, Silver Spring, MD.
- Debra Frazier announced that the US Census Bureau is hiring.
- David Hoover announced that he received a promotion and he is working in the Transition Clinic.
- Dr. Hawkins announced that the Committee on Health Council will hold a hearing on bills related to the District’s medical marijuana program on Thursday, June 12, 2014 at 11:00 am at the Wilson Building, located at 1350 Pennsylvania Avenue, N.W.
- Tim Agar announced that the annual EMA Quarterly Summit will be held on June 18, 2014.

HANDOUTS

Agenda dated 5/29/2014
 Minutes dated /24/2014
 Presentation – DC PG
 Motion: - Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance Eligibility
 Motion – Addendum to Standards of Care for Ambulatory Primary Care
 Motion – Recommendation for Adjustment to Allocations of Funds for Maryland
 Motion – Increase in WVA Allocations to \$450,000
 Grantee/DC Fiscal Report
 HRSA Notice of Grant Award
 FOAC Spreadsheet
 NOVA Regular FOAC Report through March 31, 2014
 NOVA MAI FOAC Report through March 31, 2014
 NVRC Report on Use of 2013-14 Carryover/Supplemental Award
 NOVA Client Utilization
 NOVA Part A GY24 Awards
 Suburban Maryland Regular and MAI FOAC Report through March 31, 2014
 Suburban Maryland FOAC Spreadsheets
 May 2014 Standing Committee Minutes
 Calendars – June and July 2014

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Distribute the Metropolitan Washington Regional Ryan White Planning Council Orientation Presentation to the Council members.	BCA Logistical Support Staff	5/29/2014	5/30/2014	Closed
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open



MOTIONS				
#	Motion	Motioned By	2nd By	Approved By
1	So moved that if an Ambulatory Primary Care Provider has more than 20% of their primary medical caseload over the age of 50, they must demonstrate that they have the capacity to screen and treat these complex cases on site or through a referral network or consultation for geriatric services.			Vote In Favor - 21; Oppose-1; Abstain -5 The Motion is Passed.
2	That the Planning Council adopt the addendum to EFA Standards of Care for rental assistance eligibility that: (a) A Summons or Writ of Eviction are no longer required for rental assistance eligibility; (b) Applicants must present verification of delinquent rental balance such as delinquency notice, itemized statement from landlord/rental company; and (c) Applications will not be accepted within the first month of delinquency.			Vote In Favor - 25; Oppose-0; Abstain -1 The Motion is Passed
3	Adjust the allocation of funds for MD. This may mean future adjustments based on the percentage allocations.			Vote In Favor - 26; Oppose-0; Abstain -0 The Motion is Passed
4	Requests that the WVA allocation be increased to \$450,000 for GY24 and that the base allocation be increased to \$450,000 moving forward			Vote In Favor - 25; Oppose-0; Abstain -1 The Motion is Passed

MEETING ADJOURNED	7:52 pm
NEXT MEETING	June 26, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.